



Training Opportunity

Course Title:	Effective Interpersonal Communication Skills
Date(s)/Time:	25 Aug 2004 8am to 4pm
Location:	Ft. Benning, Building 6, Classroom 225
Tuition:	\$125
Vendor:	Dr. John Kline
Course Manager:	Marsha Samples 356-842-6543/DSN 788-6543 marsha.samples@us.army.mil
Cancellation Policy	Cancellations are permitted until the registration deadline of 9 August 2004; however, they must be coordinated with the Course Manager. Organizations will be charged for cancellations received after this date

Who Should Attend:

Federal Employees

Course Description:

Upon completion of this course, attendees will be able to:

- Understand the process, barriers, and non verbal aspects of communication
- Possess skills to be a better reader, writer, listener, and speaker
- Know how to use communication skills to handle difficult situations and people
- Have more confidence as a communicator
- Apply lessons learned to the workplace and home
- Have colleagues notice and mention that they notice improved communication

Registration Information:

Registration Deadline: 9 August 2004

Follow your organization's procedures for securing approval to attend this program. To obtain space in this program, submit a completed payment authorization sheet available [here](#) to the course manager by the registration deadline.

Additional Information:

Individuals requiring special accommodations should notify the course manager at the time of registration.